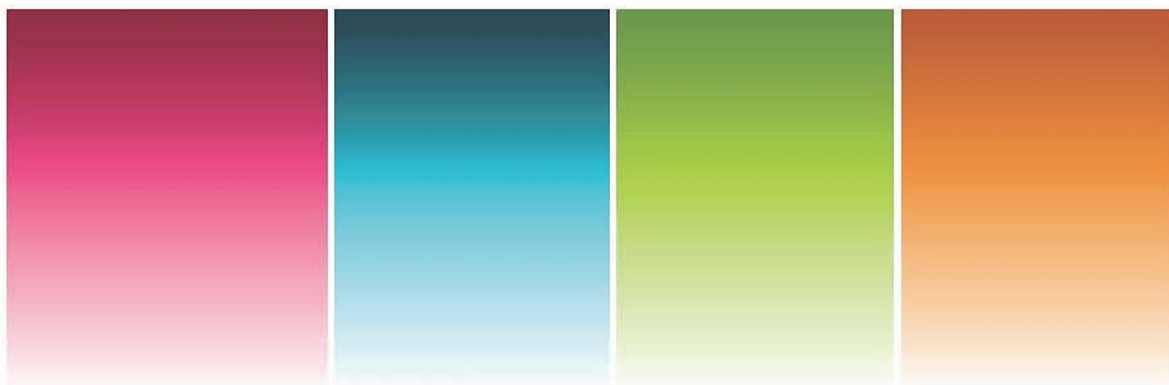


EdVENTURE Club
Discovery Learning | age 3-5
ISD 728 COMMUNITY EDUCATION



EDVENTURE Club 
Discovery Learning

Summer

PROGRAM HANDBOOK

Register with ISD 728 Community Education | www.728communityed.com | 763.241.3544

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Welcome to EdVenture Club-Summer for PreK!

Please read this entire program policy book carefully.

We are excited to offer EdVenture Club-Summer for preschool-age students, a quality childcare program option to meet the needs of both full-time and part-time schedules. Our program offers childcare as an enhancement of the school year Discovery Learning Preschool experience from 7:00am-5:30pm.

Eligibility

Children must be 36 months to Kindergarten entry. Your child must have also completed Discovery Learning Preschool class (ECFE/ECSE preschool program) during the school year that just ended.

Online Registration

- Registration for EdVenture Club Summer-Discovery Learning must be completed online on Community Education's Eleyo website at www.isd728.ce.eleyo.com ***before the first day of attendance***. No student is allowed to participate in the program until all registration details are completed.
- The following information is needed to complete registration:
 - Names and contact information for emergency contacts and authorized pickups.
 - Child's allergy, medical and special needs details.
 - Automatic payment method (debit/credit card or checking/savings account). You may opt out of automatic payments after your registration is approved.
 - You do not need to know your schedule at the time of initial registration, but you must select at least one day of before and/or after school care to complete registration. You will be able to modify your requested schedule after your registration is approved.
 - We do recommend scheduling all dates that you know you will need for the Summer season. You will be able to remove dates no longer required on your Eleyo dashboard. As long as you enter the cancellation by the cancellation deadline.
- The person completing the online registration will receive all mailing/billing information and is responsible for payments and monitoring their email for updates and communications.
- Once you've created your childcare account, additional account holders may be added to your online account. This is a convenient option for dual households. Each account holder will have their own password to access the account; account holders will not be able to see each other's personal information and payment method details. Each account holder can schedule childcare and request schedule changes. Both account holders may enroll in automatic payments for weekly fees. To add an additional account holder, please complete the following steps:

The additional account holder should create an Eleyo account at www.isd728.ce.eleyo.com by clicking Login/Create Profile on homepage.

If you intend for both account holders to use the automatic payment option, the additional account holder should add a saved payment method to their account.

BOTH account holders must email the EdVenture Club office and agree to the shared childcare account. If you intend for both account holders to use the automatic payment option, your email should also include the payment split arrangement (50/50, 60/40, etc.).

Scheduling and Payments

- This is a pay-in-advance program. Only those who have fully paid in advance for their week of childcare will be considered registered and may attend.
- Schedules and payment will not be accepted by email or phone.
- Attendance schedules must be submitted using your Eleyo online childcare account; **All schedules are pending until approved by the central EdVenture Club office.**
- Attendance schedules are due by 11:59pm on Monday **2** weeks prior to planned attendance week, unless an early due date has been posted. Attendance schedules submitted after the deadline will automatically be added to a waiting list, regardless of the reason why. You will be notified via email of your waitlist status. Late schedules that are approved are subject to a \$20 late schedule fee, there is no exception.
- Schedule change cancellations are due by 11:59pm on Wednesday **1** week prior to planned attendance week, unless an early due date has been posted. (see Cancellations and Changes, below)
- Childcare accounts will be invoiced by 4:30pm on Thursday of the week prior to scheduled attendance week, at which point payments can be submitted via your Eleyo childcare account (if not enrolled in automatic payments).
- Payments are due by 4:00pm on Friday of the week prior to planned attendance week and must be submitted online; cash and check payments will not be accepted. Automatic payments will be processed on Friday morning of the week prior to planned attendance week. If payment is not received, the schedule for the following week will be removed. Wait-list policy would then apply even if payment is made.
- A late payment fee of \$20 per week will be automatically applied to your childcare account if the invoiced amount has not been paid by 6:00pm on Friday prior to planned attendance week.
- **If payment is past due, your child will not be allowed to attend until all payments and late fees are paid.**
- Chronic late scheduling and payment may result in exclusion from the program.
- There may be early scheduling and/or payment deadlines throughout the school year and Summer, typically around holidays. Refer to the schedules posted at your child's EdVenture Club-Discovery Learning site for more information.
- An alternative schedule for invoicing and payments will apply for families receiving County Child Care Assistance. (see County Child Care Assistance below).
- Please direct all registration, scheduling, payment, and account questions or concerns to the EdVenture Club office staff only at 763-241-3544 or email edventureclub@isd728.org.

Cancellations and Changes

- Schedule changes and cancellations cannot be made with EdVenture Club-Discovery Learning site staff unless you are canceling the same day/week.
- Cancellation of schedule change requests must be submitted online by 11:59pm on Wednesday of the week prior to planned attendance. **All schedule change requests are pending until approved by the central EdVenture Club office.**
- Requests for additional days of care made after the registration deadline (11:59pm on Monday 2 weeks prior to planned attendance) will be added to a waiting list. You will be notified via email if the site is able to accommodate the requested change.
- **Due to planning and preparation cost same-day, same-week or cancellations made after the 11:59pm on Wednesday deadline are not refundable, regardless of circumstances (illness, death in family, family emergency, hospitalizations, etc.).**

Operating Hours and Late Pick-Up Fees

Doors open at 7:00am for before school attendance and Non-School Day care. Doors close at 5:30pm for after school attendance and Non-School Day care.

A late pick-up fee of \$1 per minute your child remains at EdVenture Club-Discovery Learning past 5:35pm will be automatically applied to your childcare account. Pick-up time is determined by the iPad app used to sign your child in and out of EdVenture Club-Discovery Learning.

Please communicate with the staff on-site if you anticipate any major changes in your “usual” schedule.

Chronic late pick-ups or extreme lateness can result in other penalties, including exclusion from the program.

Sign-In and Sign-Out

You or another authorized person must use your family’s assigned On-Site Security Code and the iPad at your child’s site to sign your child in and out of EdVenture Club-Discovery Learning each day. Your On-Site Security Code will be provided in your confirmation email and can also be found in your childcare account. It is your responsibility to share your family’s On-Site Security Code with all other persons authorized to sign your child in and out of EdVenture Club-Discovery Learning.

Only legal-age adults (18 or older) will be permitted to pick up or drop off your student. Some exceptions may apply; please contact the central EdVenture Club office for explanation. You and other authorized persons may be asked to show identification before your child will be released from the care of EdVenture Club-Discovery Learning. Please do not take offense to this measure; it is instituted for the safety of all. It is your responsibility to maintain the list of people authorized to pick up your child. This list can be managed through your online Eleyo account.

EdVenture Club-Discovery Learning cannot restrict a parent from picking up their own child/children. It is your responsibility to provide the EdVenture Club office with documentation of court orders that restrict named individual(s) from picking up your child. This documentation must include start and expiration dates.

Absences and Unscheduled Attendance

If your child is going to be absent, please notify the EdVenture Club office and/or your child’s EdVenture Club-Discovery Learning site. Failure to notify the appropriate staff of your child’s absence may result in lost-child procedures with local authorities. Site contact numbers are listed on page 13 of this policy booklet. Business cards with email and phone number can be found at each of our site locations for easy reference. Unscheduled attendance (drop in care) will be permitted ONLY in rare circumstances and will depend on management approval. A daily attendance rate will be applied to your childcare account according to the rate table on page 12.

Communication

Site staff members will greet you and inform you of any specific notes related to your student and their experiences that day (behavior, questions, etc.). Please watch for emails, handouts at the site, display board signage or other information that may be sent home with your student or emailed to your home.

Emails will be sent to the address on your childcare account. Our intent is to keep you up-to-date about program changes, program needs and account information. Email communication is our preferred method of communication.

If your contact information changes during the school year, please update your online childcare account. You may also use your childcare account to manage emergency contacts and authorized pickups. If your child's health and/or other needs change during the school year, please contact the EdVenture Club office.

Financial Assistance

If you receive County Child Care Assistance, the central EdVenture Club office must receive an official "Notice of Decision" document from the county before your child may begin to attend. If you were eligible for the school year you will need to contact your childcare worker to receive approval for the Summer.

If you wish to attend prior to receipt of the "Notice of Decision" parent is responsible for all fees. If financial assistance is canceled, you will be responsible for all expenses incurred. If you receive financial assistance, you assume responsibility for fulfilling county requirements, including providing information and childcare schedules, co-payments, submitting timely reports and making payments not covered by the financial assistance program.

An alternative schedule for invoicing and payment will be sent to families receiving County Child Care Assistance via email to the primary account holder.

Sliding fee scales, scholarships, etc., are not offered through EdVenture Club-Discovery Learning.

Outstanding Balances

Failure to make payment for scheduled fees may result in termination of child care services.

Delinquent balances will be forwarded to a collection agency for recovery. If forwarded, collection fees may be added to the current outstanding balance. If an EdVenture Club account has a delinquent balance, no attendance will be allowed until the balance has been paid. In addition, there may be a one-year probationary period once attendance resumes requiring payment.

Dependent Care Reimbursement Forms

A 24- to 48-hour notice is needed to verify and sign reimbursement forms for childcare expenses. Forms must be signed by central EdVenture Club office staff and cannot be signed at sites.

Health and Medication Policies

We follow ISD 728 policies and guidelines regarding illnesses and medications. Students should not come to EdVenture Club-Discovery Learning if they have any of the symptoms below, or have had them within 24 hours. If you are unsure, please ask.

- If your student has had a fever of 100 degrees or more, they should stay at home for 24 hours after the temperature returns to normal.
- If your student has vomited or had diarrhea, they should stay at home for 24 hours after the last episode.
- If your student has any rash, check with your family physician before sending them to school. Any student with an undiagnosed rash will not be allowed to stay.

- If your student is found to have live lice and/or nits within ½ inch from the scalp, a parent/guardian will be notified.

Please note--broken bones, concussions, etc., are also considered illnesses and are non-refundable/transferable/creditable if cancellation is received after the deadline or during the same day or same week.

Due to planning and preparation cost, we are unable to provide refunds or credit for students who are ill. There will be no exception.

If a student becomes ill during care, parents will be asked to take the student home. Medications that are necessary during the course of the day must be sent in a current prescription bottle with the doctor's directions printed on it. Only designated staff will have access and authority to administer the medications and will only give the dosages as printed on the label. Completion of a "Medications Form" is also required and must be turned in to the office or site.

Please note: Your child's school does not share health/medical information with EdVenture Club-Discovery Learning staff. It is very important that EdVenture Club-Discovery Learning is aware of your child's health concerns *before* your student begins attending so that any concerns may be addressed with staff. A staff member may contact you for clarification of your child's health or behavior status based on the questionnaire you complete online when registering.

Illness or Injury

In the event of illness or injury, every reasonable attempt will be made to contact the parent(s)/guardian(s). If we are unable to reach the parent/guardian, we will then contact those listed as emergency contacts in your child's account. If the illness or injury is deemed more extensive, emergency treatment will be sought by calling 911, and, if transport is required, the student will be accompanied by a staff member to the nearest emergency facility.

School Accommodations

Food allergies can be life-threatening. The risk of accidental exposure to foods can be reduced in the EdVenture Club-Discovery Learning setting if parents and physicians work with EdVenture Club-Discovery Learning staff to minimize risks and provide a safe environment for students with food allergies. "Safe Eating Zones" practices will be used, as needed, in the cafeteria. For example, we will try to encourage students with food allergies to sit in a specific area and we will try to monitor students' lunches next to and across from that student. We encourage you to note ALL allergies with you online registration the information on your online family and student profile.

Toilet Training

Your child must be fully toilet-trained in order to attend the program. We are unable to physically change diapers due to student contact rules. Your child will be allowed to use a "Pull-Up" only during nap time and only if they are able to put it on and take it off without assistance.

Rules and Discipline

The general rules and expectations will be covered with the students. Discipline will be handled by the class

instructors and Site Leaders in a fair and respectful manner. The following steps are used:

- Inform the student of any inappropriate behavior and give them a warning. Remind them what behavior is expected.
- At the time of the second occurrence, redirection within the activity may be given (cumulative throughout the day).
- If the behavior continues, the student will be asked to leave the activity and will spend time with the Site Leader or childcare staff.
- Parental contact (if necessary) will be made either at the time of student pick-up or by telephone.

Dismissal Policy

For serious and/or repeated behavior concerns, it may become necessary for a student to be removed from our program. If a student is having trouble being successful in the program, this may not be the best setting for that student. Since we are concerned with the well-being and safety of a large group of students, we need to consider what is best for all of them. Therefore, any of the following behaviors may be brought to the attention of ISD 728 administration and the District's Police Liaison:

- **Verbal behavior** – includes the use of curse words, harmful put-downs, name-calling, disrespect for others, racist or sexist language.
- **Physical violence against others** – includes hitting, pushing, kicking, wrestling, biting, pinching, throwing objects at others or property.
- **Sexual behaviors** – includes showing private parts, negative words about sexuality, inappropriate touching of self, students or staff.
- **Threatening behaviors** – includes use of threats to do damage or harm to any other person(s) in the school or program, and/or threats of bringing or using a weapon at the program.

Depending on the severity of the conduct, immediate removal from the program may be warranted, and will be at the discretion of the Program Manager with input from the program staff. Parents/Guardians will be called to immediately pick up their student from the program site, and will be given the reason for the student's leave of absence from the program and the length of the leave or dismissal. Refund will be at the discretion of the Program Manager.

Right of Refusal and Discontinuation in Program

District 728 Community Education and its staff reserve the right to reject registration or discontinue participation in the EdVenture Club-Discovery Learning program due to matters such as ongoing discipline or behavior concerns, violations of school policies or state laws, delinquent payments or similar circumstances. Parents will be kept informed of any student concerns and decisions made by staff.

Child Abuse and Neglect

EdVenture Club-Discovery Learning staff are required by state law to report to the proper authorities any instances of observed or suspected child abuse or neglect. This includes a parent who appears to be intoxicated or impaired when dropping off or picking up a child from EdVenture Club-Discovery Learning.

Staff

Site staff is chosen based on their experience with preschool-age children. They receive ongoing child

development training. As school district employees, all staff must complete a criminal background check. Staff will directly supervise the students and interact with them. We follow a 1:10 adult-to-student ratio.

Sample Daily Schedule

Arrival	Snack
Morning	Creative movement/outside play/inside gym activities Enrichment activities Free choice
Lunch	Provided by parent
Afternoon	Outside play/inside gym/indoor gym activities Quiet activities/Rest Time
Mid-Afternoon	Free choice Snack
Afternoon	Games

While we strive to stay as close to the daily schedule as possible, times and activities are subject to change.

Balanced Learning

Every day, your child participates in creative learning experiences from many learning domains that encompass multiple aspects of development including language and literacy, social, emotional, physical, creative arts, science, and math. EdVenture Club-Discovery Learning is more than childcare; it is an enhancement to your child's Discovery Learning preschool experience.

Electronic Devices, Cell Phones and Texting

Student electronic devices, cell phone calls and texting are not allowed during EdVenture Club-Discovery Learning program hours. If you need to contact your student during EdVenture Club-Discovery Learning hours, please call the site phone number (see page 13).

Personal Items

Any item that disrupts the learning environment, including electronic devices and cell phones, will not be tolerated and may be confiscated. The first time this occurs, an item may be returned to your child at the end of the program session. Repeated offenses may result in the items(s) being returned to parents only. Electronic devices are easily stolen and rarely recovered. EdVenture Club-Discovery Learning cannot be held liable for lost or stolen items and has no responsibility to provide a secure location for such items or to provide assistance if these items are lost or stolen.

All personal items must be labeled with your child's name.

What to bring

- A school bag, duffle, backpack or something similar. These are helpful for extra clothes, shoes, paperwork or projects. **All items must be labeled.**
- A small blanket, small pillow and a small comfort item for rest time. **All items must be labeled.**
- Additional morning and/or afternoon snack and/or beverage, if desired.

- A cold lunch and a beverage. A cooler is not available, send a small ice pack in an insulated lunch box.
- A refillable water bottle with your child's name on it.
- Your child should wear or bring appropriate clothing for the scheduled activities and the weather.

Weather Policy

Storms during EdVenture Club-Summer hours are likely to happen. Our staff is equipped with radios to monitor the storms, and stay in close contact with the Community Education Office for weather updates and advice. In the event of a storm watch or warning, they will take the appropriate actions for the situation and location.

EdVenture Club-Summer generally does not close due to weather. However, it may be necessary for you to have back-up care in case of an emergency. In the event EdVenture Club-Summer is forced to close early, parents or guardians will be called to pick up their students. If you decide to find alternate care due to weather, our regular cancellation policy does apply.

With our family-friendly fee structure, we do not have the systems in place to accommodate refunds due to weather cancellations.

No refunds will be given for weather-related closures.

Parent Conduct

EdVenture Club has adopted the following parent/guardian code of conduct to strive for a supportive and safe environment for all EdVenture Club children, families, and staff.

- Parent/Guardian will speak respectfully and calmly with all EdVenture Club site staff and central office staff.
- EdVenture Club staff are mandated reporters of suspected child abuse and/or neglect under Minnesota State Law and are required to report suspected cases of abuse.
- Parent/Guardian will refrain from using harsh or threatening verbal or physical forms of discipline while in the EdVenture Club program space.
- Parent/Guardian will not attempt to discipline any children in EdVenture Club other than their own.
- Parent/Guardian will express concerns through the proper channels and in a respectful manner.
- Parent/Guardian discussions about concerns or situations with the EdVenture Club staff will be in a private area, away from children and only when staff are in ratio with children, and know they are available for a scheduled conference.
- EdVenture Club staff will request that another individual pick up the child/ren, if they observe a parent/guardian that is impaired due to the use of drugs and/or alcohol. In the event that the choice is made to drive from site with the child, after EdVenture Club staff makes this request, the police will be contacted.
- EdVenture Club staff are instructed to disengage from interaction, when they feel threatened and verbal or physical harassment is being experienced. Verbal harassment may include; disrespect of EdVenture Club staff, or any harsh or threatening language being used; such as swearing or yelling.
- Parent/Guardian may not engage in sexual advances towards staff, such as comments about their personal appearance, lewd comments of any kind, or inappropriate physical contact with staff.
- Parent/guardian will share this code of conduct with all authorized parties who may pick up and/or drop off my child/ren at the EdVenture Club program.

EdVenture Club staff are unable to disclose information about other children or their families due to the data privacy policy. Any violations of the above code of conduct may result in the parent/guardian having to have someone else pick up and/or drop off my child/ren at EdVenture Club or may lead up to and/or include immediate termination of care from the EdVenture Club program.

Parent Advisory Council

Community Education has an Advisory Council of local citizens to address policies and programs. If you are interested in participating on this council or a specific council for EdVenture Club, please contact the Community Education office at 763-241-3520.

Grievances

Parents and guardians are encouraged to give their input regarding the operation of the EdVenture Club-Discovery Learning program. If you have a concern about the program, please use the following grievance order to ensure that the concern is addressed:

1. Child Care Worker involved
2. Site Lead
3. EdVenture Club Program Coordinator assigned to the school
4. By sending an email to edventureclub@isd728.org to the central EdVenture Club office.
5. Manager of Extended Day Programs
6. Director of Community Education and Community Engagement.

Updates to Policies and Procedures

The aforementioned policies and procedures may be suspended or amended as a result of developments after the program year begins. In the event of any policy changes, EdVenture Club-Discovery Learning will notify you via the email address in your online childcare account. Please keep your account's email address current so you receive important program notices, updates and reminders. It is up to you to monitor communications sent by EdVenture Club. At this time we do not offer a sibling discount for Pre-K students.

Program Rates

Summer	Daily Rate
Full Time Mon-Fri	\$188.75/week
Part Time M-F More than 6 hours/day	\$44.75/day
Part Time M-F Less than 6 hours/day	\$31.75/day

Fees

Late schedule fee: \$20

Late payment fee: \$20

Drop In fee : \$20

Late pick-up fee: \$1 per minute

Contact Us

The EdVenture Club Central Office is open 8:00am-4:30pm Voicemails and emails will be responded to in the order they are received during business hours.

- EdVenture Club office phone:
 - 763-241-3544
 - 763-241-3520 (choose prompt for EdVenture Club)

- EdVenture Club office email: edventureclub@isd728.org

If you have concerns or information to share, please talk with your Site Leader during the sign-in and sign-out times, when possible, to limit the amount of time our Site Leaders are on the telephone and to maximize their time with the students.

EdVenture Club-Discovery Learning Locations

Sites are at ISD 728 Schools

Prairie View Elementary (Door 2)

12220 80th St NE, Otsego

Rogers Elementary (Door 8)

12521 Main St, Rogers

Zimmerman Elementary (Door 2)

25959 4th. St. W, Zimmerman

Site telephone numbers and email:

- | | | |
|------------------------|--------------|--|
| • Prairie View | 763-464-8173 | pvesdledv@isd728.org |
| • Rogers Elementary | 763-228-1760 | resdledv@isd728.org |
| • Zimmerman Elementary | 763-381-9107 | zesdledv@isd728.org |

Business cards with address and phone can be found at each of our site locations for easy reference.